



# **Headquarters Policy Flash**

**FLASH 2001-24**

DATE: October 16, 2001  
TO: Procurement Directors  
FROM: Office of Procurement and Assistance Policy, MA-51  
Office of Procurement and Assistance Management

SUBJECT: 1. Financial Assistance Letter (FAL) 2001-03  
2. e-Digest

SUMMARY: 1. **Financial Assistance Letter (FAL) 2001-03**

FAL 2001-03, "Determining Appropriate Award Instrument" has been issued and is effective October 26, 2001. This FAL provides guidance for determining whether to use a grant, cooperative agreement, or procurement contract when making an award. Please note that the Contracting Officer is responsible for selecting the appropriate award instrument. FAL 2001-03 will be available online at [www.professionals.pr.doe.gov](http://www.professionals.pr.doe.gov)

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For questions related to this subject matter, please contact Trudy Wood at (202) 586-5625 or at [trudy.wood@pr.doe.gov](mailto:trudy.wood@pr.doe.gov)

2. **e-Digest**

The Office of Procurement and Assistance Policy has posted the next issue of the ***e-Digest*** on the DOE procurement professionals home page. Look for the issue under procurement, regulations and guidance or use the quick link, drop down box at the following location:

<http://professionals.pr.doe.gov>

This issue of the ***e-Digest*** contains articles addressing the recent DOE Re-Organization, Teaming Arrangement Pitfalls, Procurement Executive Guidance on M&O and Support Service Contracting, Writing User-Friendly Documents, Increasing Socioeconomic Opportunities, Financial Capability, Contractor Legal Management Requirements and the Procurement Evaluation and Re-engineering (PERT) Story.

As stated in the DOE Re-Organization article, the Office of Procurement and Assistance Management is now part of the Office of Management, Budget and Evaluation. Just announced are the new routing symbols for Office of Procurement and Assistance Management as follows:

- ME-60 - Office of Procurement and Assistance Management
- ME-61 - Office of Procurement and Assistance Policy
- ME-62 - Office of Contract Management
- ME-63 - Office of Resource Management
- ME-64 - Office of Headquarters Procurement Services
- ME-65 - Office of Management Systems and Services

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The *e-Digest* serves as a repository for news and information for the Department's acquisition and assistance workforce, and includes the following:

- ✓ Articles and news on acquisition and assistance topics;
- ✓ An archive for past articles;
- ✓ Recurring topics in specialized areas - such as Property, Training, Legal, Small Business. and NNSA issues;
- ✓ Links to DOE Policy Issuances - Flashes, the DEAR, Acquisition Guide, ALs, etc.
- ✓ Links to Federal Policy issuances - the FAR, OMB/OFPP Policy, Executive Orders, etc.
- ✓ A "Who's Who?" that identifies functional area responsibilities, contact information, and new staff members at Headquarters.
- ✓ and many more useful features...

The Office of Procurement and Assistance Policy will maintain the *e-Digest* with support and contributions from personnel in other Headquarters and field offices. As always, we are interested in receiving your ideas, suggestions, and contributions for articles. Please contact Michael Raizen at [michael.raizen@pr.doe.gov](mailto:michael.raizen@pr.doe.gov) or (202)586-8189 with your thoughts.

  
Gwendolyn S. Cowan, Director